

## DOCUMENT RESUME

ED 110 693

CE 004 486

TITLE Automatic Digital Switching Specialist Career Ladder: United States Air Force Job Inventory. AFSCs 29530, 29570, and 29590.

INSTITUTION Air Force Personnel and Training Research Center, Lackland AFB, Tex.

REPORT NO AFPT-90-295-124

PUB DATE 1 Dec 73

NOTE 34p.; For related documents, see CE 004 485 and CE 004 487

EDRS PRICE MF-\$0.76 HC-\$1.95 Plus Postage

DESCRIPTORS Career Ladders; \*Military Personnel; \*Occupational Information; \*Programers; \*Systems Analysis; \*Task Analysis

IDENTIFIERS Air Force; \*Job Inventories

## ABSTRACT

The U. S. Air Force job inventory for the automatic digital switching specialist career ladder is divided into 12 categories, each of which is broken down into a duty-task list. Space is provided for Air Force personnel filling out the inventory to check whether each task is at present part of their duties. The 12 categories are: organizing and planning; directing and implementing; inspecting and evaluating; training; maintaining forms, records, and reports; performing traffic services section operations; performing magnetic tape functions; operating on-line equipment; performing software management functions; performing off-line equipment operations; performing system analysis functions; and performing computer programming functions. A personnel information questionnaire is also included. (JR)

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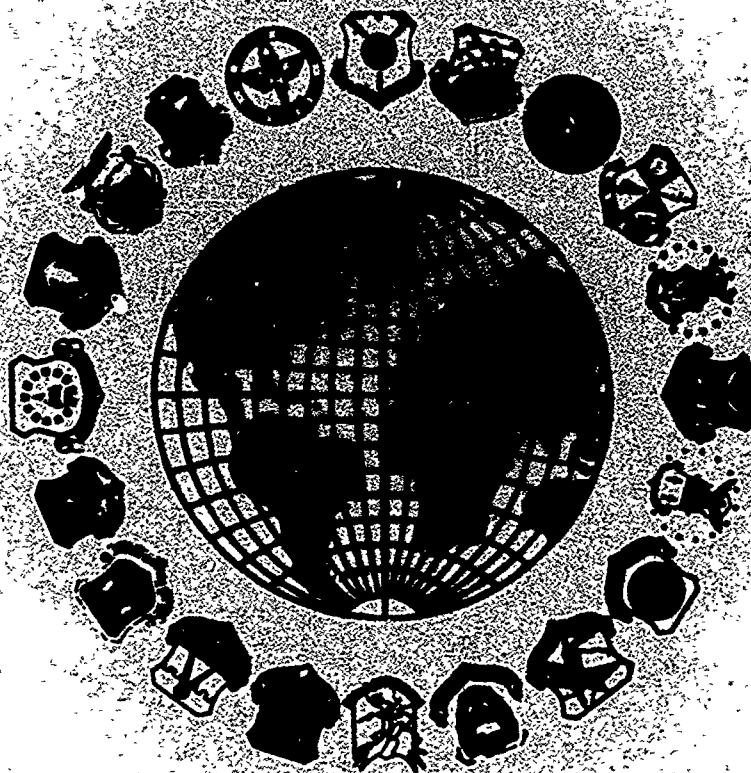
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# UNITED STATES AIR FORCE

## JOB INVENTORY



U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

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### AUTOMATIC DIGITAL SWITCHING SPECIALIST CAREER LADDER

AFSCs 29530, 29570, and 29590

OCCUPATIONAL SURVEY BRANCH  
3700 OCM SQ  
LACKLAND AFB, TEXAS 78236

AFPT 90-295-124  
1 December 1973

JUN 23 1975 2

## INSTRUCTIONS

DO NOT REMOVE ANY CARDS  
FROM THE ENVELOPE UNTIL  
YOU ARE READY TO USE  
ANSWER CARD A. INSTRUCTIONS  
ARE ON PAGE iv.

### GENERAL INSTRUCTIONS

1. Your assistance in completing this inventory is VERY IMPORTANT. Your answers will be used to:
  - a. Write specialty descriptions for your career ladder.
  - b. Develop training materials
2. To qualify for this survey:
  - a. You must have a duty AFSC of 29530, 29570, or 29590.
  - b. You must have been working in your present job assignment for at least four weeks.
  - c. If your duty AFSC is 29590, you must be supervising AFS 295X0 personnel.
3. This booklet is in three sections. You must complete all three sections in order.

SECTION I PERSONNEL INFORMATION (answer directly in the booklet)

SECTION II BACKGROUND INFORMATION (answer on card A)

SECTION III TASK INFORMATION

Part I, task checking (check directly in the booklet)

Part II, time rating (time rate on attached cards)

## INSTRUCTIONS

### SECTION I

#### PERSONNEL INFORMATION

#### INSTRUCTIONS

Turn to page 3 and answer the personnel information questions. Print or check your answer directly into the booklet using a number 2 pencil.

<b>PERSONNEL INFORMATION</b>						CASE CONTROL NUMBER (1-4)																						
<b>PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BOXES</b>																												
LAST NAME - FIRST NAME - MIDDLE INITIAL (5-22)																												
<b>GRADE</b> (23) <table style="width: 100%; text-align: center;"> <tr> <td>E1 <input type="checkbox"/> AB</td> <td>E2 <input type="checkbox"/> AMN</td> <td>E3 <input type="checkbox"/> A1C</td> <td>E4 <input type="checkbox"/> SGT</td> <td>E5 <input type="checkbox"/> SSGT</td> <td>E6 <input type="checkbox"/> TSGT</td> <td>E7 <input type="checkbox"/> MSGT</td> <td>E8 <input type="checkbox"/> SMSGT</td> <td>E9 <input type="checkbox"/> CMSGT</td> </tr> </table>								E1 <input type="checkbox"/> AB	E2 <input type="checkbox"/> AMN	E3 <input type="checkbox"/> A1C	E4 <input type="checkbox"/> SGT	E5 <input type="checkbox"/> SSGT	E6 <input type="checkbox"/> TSGT	E7 <input type="checkbox"/> MSGT	E8 <input type="checkbox"/> SMSGT	E9 <input type="checkbox"/> CMSGT												
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CIRCLE THE HIGHEST EDUCATION LEVEL (OR GED EQUIVALENT) YOU HAVE COMPLETED (33-34)																												
ELEMENTARY		HIGH SCHOOL				COLLEGE		GRADUATE																				
05	06	07	08	09	10	11	12	13	14	15	16	17	18															
<b>MAJOR COMMAND</b> (35) <table style="width: 100%; text-align: center;"> <tr> <td>A <input type="checkbox"/> AAC</td> <td>G <input type="checkbox"/> ACIC</td> <td>C <input type="checkbox"/> ADC</td> <td>E <input type="checkbox"/> AFAFC</td> <td>Y <input type="checkbox"/> AFCS</td> <td>F <input type="checkbox"/> AFLC</td> <td>M <input type="checkbox"/> AFRES</td> </tr> <tr> <td>H <input type="checkbox"/> AFSC</td> <td>J <input type="checkbox"/> ATC</td> <td>K <input type="checkbox"/> AU</td> <td>P <input type="checkbox"/> HQ COMD</td> <td>N <input type="checkbox"/> HQ USAF</td> <td>Q <input type="checkbox"/> MAC</td> <td>R <input type="checkbox"/> PACAF</td> </tr> <tr> <td>S <input type="checkbox"/> SAC</td> <td>T <input type="checkbox"/> TAC</td> <td>B <input type="checkbox"/> USAFA</td> <td>D <input type="checkbox"/> USAFE</td> <td>L <input type="checkbox"/> USAFSO</td> <td>U <input type="checkbox"/> USAFSS</td> <td><input type="checkbox"/></td> </tr> </table>								A <input type="checkbox"/> AAC	G <input type="checkbox"/> ACIC	C <input type="checkbox"/> ADC	E <input type="checkbox"/> AFAFC	Y <input type="checkbox"/> AFCS	F <input type="checkbox"/> AFLC	M <input type="checkbox"/> AFRES	H <input type="checkbox"/> AFSC	J <input type="checkbox"/> ATC	K <input type="checkbox"/> AU	P <input type="checkbox"/> HQ COMD	N <input type="checkbox"/> HQ USAF	Q <input type="checkbox"/> MAC	R <input type="checkbox"/> PACAF	S <input type="checkbox"/> SAC	T <input type="checkbox"/> TAC	B <input type="checkbox"/> USAFA	D <input type="checkbox"/> USAFE	L <input type="checkbox"/> USAFSO	U <input type="checkbox"/> USAFSS	<input type="checkbox"/>
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TOTAL MONTHS IN PRESENT JOB  _____ (50-52)		TOTAL MONTHS AT PRESENT BASE  _____ (53-55)		TOTAL MONTHS IN DUTY AFSC  _____ (56-58)																								
TOTAL MONTHS IN CAREER FIELD  _____ (59-61)		TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE  _____ (62-64)		ND. OF SUBORDINATES WHO REPORT TO YOU DIRECTLY FOR SUPERVISION  _____ (65-66)																								
IF YOU WERE CONVERTED OR RETAINED, ENTER PREVIOUS AFSC <table style="width: 100%;"> <tr> <td style="width: 15%;">PREFIX <input type="checkbox"/> (67)</td> <td style="width: 60%;">NUMBER <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> </div>  (68-72)</td> <td style="width: 25%;">SUFFIX <input type="checkbox"/> (73)</td> </tr> </table>				PREFIX <input type="checkbox"/> (67)	NUMBER <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> </div> (68-72)	SUFFIX <input type="checkbox"/> (73)	ORGANIZATION (CARD 2: 5-35) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																					
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				PRESENT WORK ASSIGNMENT (CARD 2: 36-73) (Position or Job Title)																								

## INSTRUCTIONS

### SECTION II

#### BACKGROUND INFORMATION

##### INSTRUCTIONS

1. Take card A Background information from your envelope
2. Read the Background Information questions on pages v, through x.
3. Answer each question on answer card A. Blacken the circle that indicates your choice of answers.

BE SURE YOU HAVE THE RIGHT CARD LINE NUMBER TO ANSWER EACH QUESTION.

4. When you have finished answering the Background Information question, check card A, erase any stray marks and replace the card in the envelope.



## BACKGROUND INFORMATION

INDICATE YOUR ANSWERS TO THE BACKGROUND QUESTIONS BY BLACKENING THE APPROPRIATE CIRCLE ON ANSWER CARD A.

1. I FIND MY JOB

- (1) Extremely dull
- (2) Very dull
- (3) Fairly dull
- (4) So-so.
- (5) Fairly interesting
- (6) Very interesting
- (7) Extremely interesting

2. MY JOB UTILIZES MY TALENTS AND TRAINING

- (1) Not at all
- (2) Very little
- (3) Fairly well
- (4) Quite well
- (5) Very well
- (6) Excellently
- (7) Perfectly

3. I WAS ASSIGNED TO MY PRESENT CAREER LADDER BY

- (1) Completion of resident technical training course
- (2) Reclassification without completion of resident technical training or on-the-job training (OJT)
- (3) Direct duty assignment (DDA) from basic military training to OJT without bypass test
- (4) DDA from basic military training by bypass test
- (5) Conversion from another AF specialty without training
- (6) Retraining from another AF specialty
- (7) Reenlistment from another branch of service

4. DO YOU PLAN ON LEAVING THE AIR FORCE WITHIN THE NEXT FIVE YEARS?

- (1) Yes
- (2) No

IF YES, GO TO QUESTION 5.

IF NO, GO TO QUESTION 6.

## BACKGROUND INFORMATION

5. INDICATE WHICH YEAR YOU PLAN ON LEAVING THE AIR FORCE

- (1) 1973 (2) 1974 (3) 1975 (4) 1976 (5) 1977 or later

6. DO YOU PLAN TO REENLIST?

- (1) No, I plan to retire  
(2) No, I plan to separate without retirement benefits  
(3) Uncertain, probably no  
(4) Uncertain, probably yes  
(5) Yes

7. ARE YOU COMPLETING THIS USAF JOB INVENTORY UNDER THE DIRECT SUPERVISION OF THE CBPO OCCUPATIONAL SURVEY CONTROL OFFICER?

- (1) Yes  
(2) No

IF YES, GO TO QUESTION 10.

8. ARE YOU COMPLETING THIS JOB INVENTORY AT YOUR HOME OR BARRACKS?

- (1) Yes  
(2) No

9. ARE YOU COMPLETING THIS JOB INVENTORY AT THE ORGANIZATION AT WHICH YOU WORK?

- (1) Yes  
(2) No

10. HAVE THE INSTRUCTIONS FOR COMPLETING THIS SURVEY BEEN READ OR EXPLAINED TO YOU?

- (1) Yes  
(2) No



## BACKGROUND INFORMATION

11. HAVE YOU COMPLETED ANY OF THE COURSES LISTED BELOW?

(1) Yes

(2) No

IF NO, GO TO QUESTION 23.

IF YES, INDICATE THE COURSES YOU HAVE COMPLETED BY BLACKENING CIRCLE NUMBER 1 BESIDE THE CORRESPONDING ITEM NUMBER ON ANSWER CARD A.

12. ADMSC OPERATIONS SUPERVISOR COURSE

13. ADMS PROGRAMMING COURSE

14. CDC 29570 AUTOMATIC DIGITAL SWITCHING TECHNICIAN

15. UNIVAC 418 PROGRAMMING COURSE

16. UNIVAC 1106/1108 EXECUTIVE 8 ASSEMBLY LANGUAGE

17. 3ABR29130 COMMUNICATION CENTER SPECIALIST

18. 3AZR51151-1 COBOL PROGRAMMING

19. 3AZR51172 COMPUTER SYSTEMS ANALYSTS AND DESIGN

20. 30ZR3024D STORE AND FORWARD COMMUNICATIONS  
COMPUTER PROGRAMMING COURSE

21. 30ZR5135B COMPUTER SYSTEMS ANALYST

22. 4ALT29530 CONUS OPERATIONS

23. HAVE YOU COMPLETED THE ADMSC OPERATIONS SUPERVISOR COURSE?

(1) Yes

(2) No

IF NO, GO TO QUESTION 25.

24. IF YES, DO YOU FEEL THE COURSE ADEQUATELY PREPARED YOU FOR YOUR OSEAS ASSIGNMENT?

(1) Yes

(2) No

(Continued next page)

## BACKGROUND INFORMATION

(Continued)

25. ARE YOU PRESENTLY ASSIGNED TO ONE OF THE FACILITIES LISTED IN ITEMS 26-33?

(1) Yes

(2) No

IF NO, GO TO QUESTION 34

IF YES, INDICATE THE FACILITY TO WHICH YOU ARE ASSIGNED BY BLACKENING CIRCLE NUMBER 1 BESIDE THE CORRESPONDING ITEM NUMBER ON ANSWER CARD A

26. AUTODIN SWITCHING CENTER

27. AUTOMATED COMMUNICATIONS CENTER (U-SET/8)

28. AUTOMATED WEATHER NETWORK

29. ADRC

30. CCPC

31. SACCS

32. SATIN

33. TECHNICAL SCHOOL

34. DOES YOUR FACILITY PROCESS ADRC DATA?

(1) Yes

(2) No

35. DOES YOUR FACILITY PROCESS AUTODIN DATA?

(1) Yes

(2) No

36. DOES YOUR FACILITY PROCESS SUPPLY DATA?

(1) Yes

(2) No

37. DOES YOUR FACILITY PROCESS WEATHER DATA?

(1) Yes

(2) No

38. DO YOU OPERATE ANY OF THE COMPUTERS LISTED IN ITEMS 39-62?

(1) Yes

(2) No

10

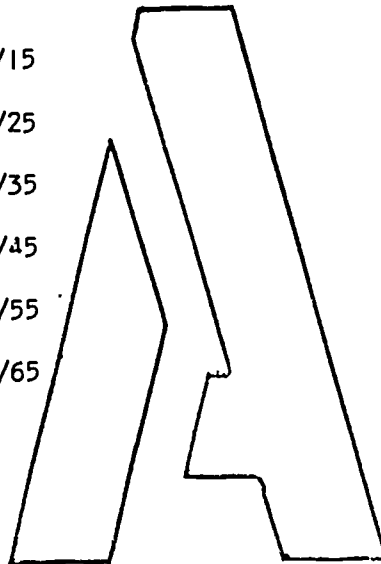
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## BACKGROUND INFORMATION

(Continued)

IF YES, INDICATE THE COMPUTER(s) YOU OPERATE BY BLACKENING CIRCLE NUMBER 1 BESIDE THE CORRESPONDING ITEM NUMBER ON ANSWER CARD A.

- 39. HONEYWELL 200
- 40. IBM 360 SERIES
- 41. ITT 465L
- 42. PHILCO 1000
- 43. PHILCO 2000
- 44. RCA SPECTRA 70/15
- 45. RCA SPECTRA 70/25
- 46. RCA SPECTRA 70/35
- 47. RCA SPECTRA 70/45
- 48. RCA SPECTRA 70/55
- 49. RCA SPECTRA 70/65
- 50. RCA 201
- 51. RCA 301
- 52. RCA 501
- 53. RECOMP 11
- 54. UNIVAC 1004 SERIES
- 55. UNIVAC 1005
- 56. UNIVAC 1050
- 57. UNIVAC 1105
- 58. UNIVAC 1106
- 59. UNIVAC 1107



(Continued next page)

## BACKGROUND INFORMATION

(Continued)

60. UNIVAC 1108

61. UNIVAC 418 II

62. UNIVAC 418 III

63. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS INSIDE THE CONTINENTAL U.S. (ZONE OF THE INTERIOR)?

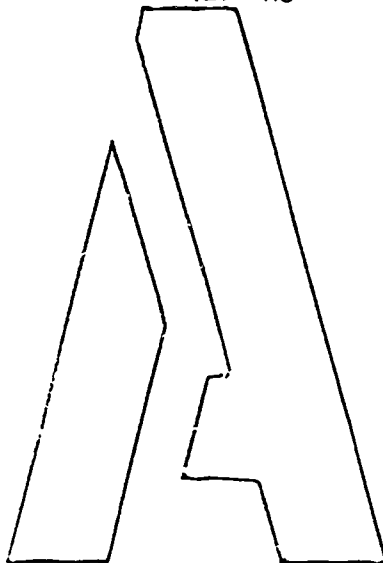
(1) Yes

(2) No

64. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS OUTSIDE THE CONTINENTAL U.S. (INCLUDING ALASKA AND HAWAII)?

(1) Yes

(2) No



## INSTRUCTIONS

### SECTION III

#### TASK INFORMATION

#### INSTRUCTIONS

1. Read each task in the booklet. IF YOU DO THE TASK IN YOUR PRESENT JOB, check the space in the right hand column.
2. If a task you do is NOT LISTED anywhere in the entire booklet, write it on the blank page at the end of the booklet. DO NOT ADD TASKS THAT ARE CLASSIFIED.

## INSTRUCTIONS

### TIME RATING TASKS

#### INSTRUCTIONS

1. Take the white TIME SPENT card and task response cards 1, through 3, from the envelope.
2. The white card has the time scale you are to use for your time ratings.
3. TIME RATE ONLY THE TASKS YOU CHECKED IN YOUR BOOKLET.
4. Cards 1, through 3, are for marking your time ratings.
5. To time rate the tasks you checked in your booklet:
  - a. Go back to the first task you checked.
  - b. Decide the time rating you think the task should have.
  - c. Find the card and card line with that task number.
  - d. Blacken the circle corresponding to your time rating with a number 2 pencil.

BE SURE YOU ARE ON THE CORRECT CARD LINE FOR EACH TASK YOU ARE TIME RATING.

EXAMPLE: Suppose you do tasks 1 and 3 below, you would check them in your booklet and then time rate them on your cards.

Evaluate charts or graphs	1 ✓
Exempt personnel from routine duties	2
Fill supply requisition	3 ✓

If you decided you spend a VERY MUCH ABOVE AVERAGE amount of time at task 1 (compared to the other tasks you do) you would blacken circle number 7, on card line 1.

If you DID NOT check task 2 in your booklet, you would leave card line 2 blank.

If you decided you spend an ABOUT AVERAGE amount of time at task 3, you would blacken circle number 4 on card line 3.

1	①	②	③	④	⑤	⑥	●
2	①	②	③	④	⑤	⑥	⑦
3	①	②	③	●	⑤	⑥	⑦

When you are through time rating the tasks check your cards. Erase any stray marks and put the cards in the envelope.

JOB INVENTORY (DUTY - TASK LIST)		PAGE 1 OF 20 PAGES	✓ IF DOPE NOW
AFSC			
295X0			
A. ORGANIZING AND PLANNING			
Assign sponsors for new personnel	1		
Categorize information as top secret, secret, confidential, or for official use only	2		
Coordinate circuit activations, deactivations, or changes with technical control facilities and maintenance	3		
Coordinate special message handling procedures with customer agencies	4		
Coordinate with contract personnel on government contracts	5		
Coordinate with users or maintenance agencies on planned circuit outages or equipment malfunctions	6		
Determine in-station supply requirements	7		
Determine personnel requirements	8		
Determine work priorities	9		
Develop policies for management of common long haul circuits	10		
Develop policies for management of communications systems	11		
Develop work methods and procedures	12		
Draft communications budget estimates	13		
Draft standing operating procedures (SOP)	14		
Establish section emergency action plans	15		
Establish section safety standards	16		
Estimate communications traffic loads	17		
Formulate or establish message distribution policies	18		
Plan or conduct in station briefings or conferences	19		
Plan or conduct staff briefings or conferences	20		
Plan or establish procedures for document security and control	21		
(Continued next page)			



JOB INVENTORY (DUTY - TASK LIST)		PAGE 2 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Plan or establish quality control programs	22		
Plan or prepare status boards or charts	23		
Plan or schedule work assignments	24		
Plan section record maintenance and disposal procedures	25		
Schedule leaves or passes	26		
B. DIRECTING AND IMPLEMENTING			
Assign personnel to duty positions	27		
Conduct retention interviews	28		
Conduct shift change briefings	29		
Counsel subordinates on career development and job progression	30		
Counsel subordinates on personal problems	31		
Determine new or modified communications equipment requirements	32		
Determine supply or office equipment requirements	33		
Devise procedures for reporting equipment malfunctions	34		
Direct communications security (COMSEC) material handling procedures	35		
Direct maintenance of message routing information	36		
Direct maintenance of publications, records, or correspondence files	37		
Direct personnel in maintaining security standards	38		
Direct personnel in observing safety standards	39		
Draft, edit, or review correspondence	40		
Draft job descriptions	41		
Draft recommended changes to operating publications	42		
(Continued next page)			

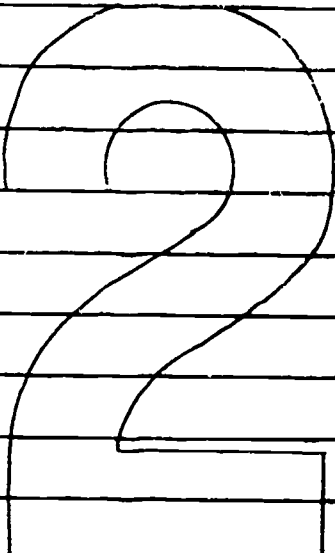
JOB INVENTORY (DUTY - TASK LIST)		PAGE 3 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Establish procedures for care and utilization of workspace, equipment, or supplies	43		
Implement alert or recall procedures	44		
Implement minimize procedures	45		
Implement procedures for document security and control	46		
Implement procedures for maintaining performance standards	47		
Initiate traffic backlog reports	48		
Maintain inventory of equipment	49		
Perform staff technical assistance visits	50		
Provide technical communications guidance to host units or commands	51		
Resolve technical problems of subordinates	52		
Supervise Automatic Digital Switching Specialists (AFSC 29530)	53		
Supervise Automatic Digital Switching Technicians (AFSC 29570)	54		
Supervise civilian personnel	55		
Supervise Communications Center Specialist/Technicians (AFSC 291X0)	56		
C. INSPECTING AND EVALUATING			
Evaluate budget requirements	57		
Evaluate compliance with work standards	58		
Evaluate individuals for probationary continuation or elimination from 4ALT 29530-1 course	59		
Evaluate job descriptions	60		
Evaluate maintenance and use of work space, equipment, or supplies	61		
Evaluate procedures for storage, inspection, or inventory of property items	62		
Evaluate section safety practices	63		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 4 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Evaluate section security procedures	64		
Evaluate suggestions	65		
Inspect facilities	66		
Investigate accidents or incidents	67		
Review discrepancy reports	68		
TURN CARD OVER			
Review or evaluate incentive programs	69		
Review or evaluate technical publications or directives	70		
Write or indorse airman performance reports	71		
Write or indorse civilian performance ratings	72		
D. TRAINING			
Administer written, oral, or performance tests	73		
Arrange for training aids, space, or equipment	74		
Attend training conferences or briefings	75		
Conduct communications security education programs	76		
Conduct formal classroom instruction	77		
Conduct on-the-job training (OJT)	78		
Conduct supervisory orientations	79		
Conduct training conferences or briefings	80		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 5 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Demonstrate how to locate or interpret technical information	81		
Demonstrate methods and techniques of operating communications equipment	82		
Develop or revise training materials	83		
Evaluate resident course training instruction	84		
Evaluate section OJT programs	85		
Evaluate training	86		
Explain training policies or directives to subordinates	87		
Maintain training records	88		
Prepare or update course reference materials	89		
Prepare or update written tests	90		
Prepare study guides	91		
Review section training status	92		
Review training progress of individuals	93		
Schedule OJT	94		
Schedule rotation of individuals for training and job progression	95		
Select individuals for specialized training courses	96		
Select or assign instructors	97		
E. MAINTAINING FORMS, RECORDS, AND REPORTS			
Compile data for Automatic Digital Network (AUTODIN) or datanet communications operation reports	98		
Compile data for AUTODIN switching center (ASC) reports	99		
Compile data for header extract reports	100		
Compile data for operational direction reports	101		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 6 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Complete program tape forms	102		
Maintain alternate routing records	103		
Maintain center configuration logs	104		
Maintain center equipment outage logs	105		
Maintain center on-line and off-line work requests	106		
Maintain center recovery records	107		
Maintain center shift supervisor checklists	108		
Maintain center tape failure reports	109		
Maintain channel number sheets	110		
Maintain communications center message registers	111		
Maintain deferred output tape forms	112		
Maintain daily circuit and equipment status records	113		
Maintain equipment outage/maintenance records	114		
Maintain equipment preventative maintenance logs	115		
Maintain equipment utilization logs	116		
Maintain high precedence logs	117		
Maintain history tape forms	118		
Maintain incoming service message logs	119		
Maintain intercept logs	120		
Maintain line save (LTSAVE) tape forms	121		
Maintain logs on local customer magnetic tape files	122		
Maintain magnetic tape log B forms	123		
Maintain master station logs	124		
Maintain outgoing service message logs	125		
Maintain records on starts or reloads	126		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 7 OF 20 PAGES	✓ IF DONE NOW
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295X0			
Maintain transaction switching transmit and receive logs	127		
Maintain tracer logs	128		
Maintain visitors register	129		
Make entries on or review center general message logs	130		
Make entries on or review header extract tape forms	131		
Make entries on or review intercept tape forms	132		
Make entries on or review overflow tape forms	133		
Make entries on or review retrieval tape forms	134		
F. PERFORMING TRAFFIC SERVICE SECTION OPERATIONS			
Complete message correction notices	135		
Determine or assign routing indicators to outgoing messages	136		
Distribute general messages	137		
Initiate follow-up action on service messages held in suspense	138		
USE CARD 2 ON THE FOLLOWING TASKS			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 8 OF 20 PAGES	✓ IF DONE NOW
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TASKS CONTINUED ON NEXT PAGE FOR CARD 2			
			
		TASKS CONTINUED ON NEXT PAGE FOR CARD 2	



JOB INVENTORY (DUTY - TASK LIST)		PAGE 9 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Log incoming messages for distribution	139		
Maintain data card decks or paper tapes on general messages	140		
Operate service section send and receive equipment	141		
Perforate service message tapes	142		
Perform operator maintenance on service section equipment	143		
Prepare card messages	144		
Prepare header and end of transmission cards for data transmission	145		
Prepare service messages	146		
Process tracer actions	147		
Proofread or correct teletype tapes, page copies, or transmission	148		
Review original joint message forms	149		
Segregate incoming messages for distribution	150		
Stamp filing time on outgoing messages	151		
Stamp messages with special handling, precedence, or classification instructions	152		
Stamp time of receipt on incoming messages	153		
Stamp time of transmission on outgoing messages	154		
G. PERFORMING MAGNETIC TAPE FUNCTIONS			
Clean or pre-label magnetic tapes	155		
Coordinate tape functions with console operators	156		
Degauss magnetic tapes	157		
Format or deformat bulk data	158		
Inventory magnetic tapes	159		
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JOB INVENTORY (DUTY - TASK LIST)		PAGE 10 OF 20 PAGES	✓ IF DONE NOW
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295X0			
Maintain tape library transaction records	160		
Make entries on tape purge records	161		
Mount and dismount off-line system tapes	162		
Mount or dismount on-line system tapes	163		
Operate tape logic switches	164		
Perform operator maintenance on tape transports	165		
Remove or file magnetic tapes in tape library	166		
Repair or destroy magnetic tapes	167		
Run tape parity error checks	168		
H. OPERATING ON-LINE EQUIPMENT			
Alternate route traffic	169		
Assign peripheral devices to on-line system	170		
Control or relay information or requests from other sections within center	171		
Coordinate abnormal conditions with other agencies such as maintenance or Defense Communications Agency (DCA)	172		
Evaluate abnormal circuit or equipment conditions through use of computer printouts or status displays	173		
Identify, correct, or report transmission errors	174		
Implement weather data requirements contingency packages (WDRCP)	175		
Make entries on configuration, circuit outage, alternate routing, or intercept records	176		
Manually select transfer switches	177		
Monitor control panel and respond to audible or visual signals	178		
Monitor traffic conditions	179		
Operate high speed paper tape readers	180		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 11 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Operate on-line cryptographic equipment	181		
Operate or patch modems	182		
Perform on-line equipment code conversions	183		
Perform on-line message recovery	134		
Perform operator maintenance on peripheral equipment	185		
Power up or power down equipment during power outages or fluxes	186		
Prepare card parameters to implement off-line equipment	187		
Prepare interfaced messages	188		
Prepare program cards for card punch equipment	189		
Reconfigure on-line equipment manually	190		
Reconfigure on-line equipment by system command	191		
Reload or restart systems under planned or unplanned conditions	192		
Reroute or direct messages to intercept	193		
Review message printouts to insure onward transmission within prescribed time	194		
Update on-line programs	195		
Verify peripheral devices are available for on-line use	196		
Terminate bojo from systems console	197		
I. PERFORMING SOFTWARE MANAGEMENT FUNCTIONS			
Assemble or prepare program library tapes	198		
Coordinate with other sections, agencies or subscribers on AUTODIN action notices	199		
Implement emergency programming actions	200		
Implement or review telecommunication service requests (TSR)	201		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 12 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Implement program revision notices	202		
Implement security routing indicator deletions, additions, or changes by use of general messages	203		
Maintain case files on all subscribers	204		
Maintain contingency alternate routing plans	205		
Maintain plain language address tables (PLA)	206		
TURN CARD OVER			
Maintain routing indicator verification tables	207		
Maintain subject identifier tables (SID)	208		
Originate AUTODIN action notices	209		
Perform verification procedures on program library tapes	210		
Prepare programs for activation of new subscribers	211		
Prepare programs for deactivation of subscribers	212		
Prepare program tapes for mailing	213		
J. PERFORMING OFF-LINE EQUIPMENT OPERATIONS			
Assemble programs	214		
Load low order memory and standby programs	215		
Load off-line programs	216		
Operate off-line equipment	217		
Operate or analyze logic or configuration switches	218		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 13 OF 20 PAGES	✓ IF DONE NOW
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295X0			
Perform off-line equipment code conversions	219		
Perform program dump procedures to verify abnormal program conditions	220		
Perform recovery procedures on requested messages	221		
Perform reload procedures on off-line equipment	222		
Perform search procedures on abnormal computer printouts	223		
Perform search procedures on lost, delayed, or mishandled messages	224		
Prepare off-line equipment for reload	225		
Prepare paper tape parameters to implement off-line systems	226		
Reconfigure off-line equipment	227		
Review or evaluate off-line printouts	228		
Run listings	229		
Run system analysis programs at radar change	230		
Select proper off-line routine options	231		
Skip write tapes closed prematurely by parity errors	232		
K. PERFORMING SYSTEM ANALYSIS FUNCTIONS			
Advise subscribers in maintenance of operational publications	233		
Analyze circuit and equipment outage reports	234		
Analyze system printouts	235		
Collect or analyze statistical data to improve systems	236		
Compile data for monthly communication operating summaries (COMOPS)	237		
Compile data for routine surveys such as personnel utilization	238		
Compile data for special surveys such as tracer actions or overload conditions	239		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 14 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Compile statistics of messages that contain errors	240		
Conduct facility quality control programs	241		
Conduct routine surveys such as personnel utilization	242		
Conduct special surveys such as tracer actions or overload conditions	243		
Coordinate with subscribers on operational and procedural problems	244		
Distribute COMOPS	245		
Maintain case files on subscribers	246		
Maintain general message files	247		
Maintain information on subscribers such as key personnel, telephone numbers, or routing indicators	248		
Maintain technical publication files	249		
Originate daily communications improvement memorandum (CIM) reports	250		
Prepare COMOPS	251		
Prepare work requests	252		
Review distribution of general messages	253		
Review facility operational records	254		
Review or compile preventative and demand maintenance of assigned equipment	255		
Review or file transmit and receive monitor reels	256		
Review or report suspected interlaced messages	257		
L. PERFORMING COMPUTER PROGRAMMING FUNCTIONS			
Analyze software deficiencies	258		
Code software instructions	259		
Coordinate interface and integration requirements with users	260		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 15 OF 20 PAGES	✓ IF DONE NOW
AFSC			
295X0			
Correct computer system programs	261		
Correct software routines	262		
Design test procedures	263		
Desk check software routines	264		
Make or recommend corrections to eliminate program deficiencies	265		
Operate keypunch for software changes	266		
Participate in test and acceptance of software program assemblies	267		
Perform feasibility studies	268		
Perform program patching or validation	269		
Prepare data for testing	270		
Prepare inputs for system documentation	271		
Prepare or update master programs for implementation	272		
Prepare preliminary flow charts	273		
Prepare software deficiency reports	274		
Provide documentation for operators manuals	275		
Provide documentation for programmers manuals	276		
USE CARD 3 ON THE FOLLOWING TASKS			











